



COUNTY OF HIDALGO

DEPARTMENT OF HUMAN RESOURCES

PERSONNEL ADJUSTMENT REQUEST FORM (ALLOWANCES)

NOTE: Complete multiple personnel action form if department is requesting more than (3) personnel actions.

Date: 12/08/2025 Current Slot No.: 0055/0201
 Department Name: DA'S OFFICE Current Position Title: EXECUTIVE ASSISTANT II
 Department No.: 080 PRG 002 & 007 Requested Position Title: EXECUTIVE ASSISTANT II

ALLOWANCE REQUEST: Type of Allowance

Position Interpreter Clothing Supplemental Auto

ALLOWANCE AMOUNT:	<u>\$ 0.00</u>	<u>\$ 4,000.00</u>	<u>\$ 4,000.00</u>
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
	<u>01/01/2026</u>	<u>12/31/2026</u>	
	Start Date	End Date	

POSITION TO BE FUNDED FROM ONE OF THE FOLLOWING:

Current Department Budget Annual Budget Cycle Will Require Additional Funds
 Salary Adjustment Other DA CCP59

POSITION TYPE: Full Time Regular Object Code 113 Part Time Regular Object Code 114
 Full Time Temporary Object Code 121 Part Time Temporary Object Code 122

CIVIL SERVICE: Exempt Non-Exempt **FLSA:** Exempt Non-Exempt

JUSTIFICATION / PRIORITY: (Explain why this allowance request is essential)

PLEASE SEE THE ATTACHED JUSTIFICATION.

COMMENTS: (Any comments you wish to make regarding this request, attach additional pages if needed)

NO BUDGETARY IMPACT TO THE COUNTY.

Department Head

12/08/2025
 Date

Department of Human Resources

12/12/25
 Date



COUNTY OF HIDALGO

DEPARTMENT OF HUMAN RESOURCES

PERSONNEL ADJUSTMENT REQUEST FORM (ALLOWANCES)

NOTE: Complete multiple personnel action form if department is requesting more than (3) personnel actions.

Date: 12/08/2025 Current Slot No.: 0226/ 0202
 Department Name: DA'S OFFICE Current Position Title: EXECUTIVE ASSISTANT II
 Department No.: 080 PRG 002 & 007 Requested Position Title: EXECUTIVE ASSISTANT II

ALLOWANCE REQUEST: Type of Allowance

Position
 Interpreter
 Clothing
 Supplemental
 Auto

ALLOWANCE AMOUNT:	<u>\$ 0.00</u>	<u>\$ 4,000.00</u>	<u>\$ 4,000.00</u>
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
	<u>01/01/2026</u>	<u>12/31/2026</u>	
	Start Date	End Date	

POSITION TO BE FUNDED FROM ONE OF THE FOLLOWING:

Current Department Budget
 Annual Budget Cycle
 Will Require Additional Funds
 Salary Adjustment
 Other DA CCP59

POSITION TYPE: Full Time Regular Object Code 113
 Part Time Regular Object Code 114
 Full Time Temporary Object Code 121
 Part Time Temporary Object Code 122

CIVIL SERVICE: Exempt **FLSA:** Exempt
 Non-Exempt Non-Exempt

JUSTIFICATION / PRIORITY: (Explain why this allowance request is essential)

PLEASE SEE THE ATTACHED JUSTIFICATION.

COMMENTS: (Any comments you wish to make regarding this request, attach additional pages if needed)

NO BUDGETARY IMPACT TO THE COUNTY.

Rosaleen Centuri
 Department Head

12/08/2025
 Date

[Signature]
 Department of Human Resources

12/12/25
 Date

PERSONNEL ADJUSTMENT REQUEST FORM (ALLOWANCES): Slot No. 0055 & 0226

JUSTIFICATION / PRIORITY: (Explain why this allowance request is essential)

Criminal District Attorney Toribio "Terry" Palacios is requesting a supplemental pay allowance for this position to commensurate with the high-level of administrative support and a variety of administrative services essential to the direction and operation of the District Attorney's Administration Division. The Executive Assistant reports directly to the District Attorney and interfaces with all levels of management, including Judges. This position under Administration requires a higher level of complexity, confidentiality and rigor in order to meet the statutory obligations of the District Attorney's Office.